



Natural Resources Conservation Service
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November 26, 2002

TECHNICAL GUIDE NOTICE IL-143

Purpose: This notice transmits instructions to remove, discard and/or archive materials from the hard copy of your Field Office Technical Guide. Also transmitted are *Understanding Forage Quality*, *Habitat Management Guidelines for Amphibians and Reptiles of the Midwest*, and the county specific list of Threatened and Endangered Species and Illinois Natural Areas Inventory Sites.

Background: In July 2002, the NRCS Field Office Technical Guide converted to an electronic version entitled, "eFOTG". This electronic version is available to the public and NRCS employees at: <http://my.nrcs.usda.gov/>. Attached is a copy of *Understanding Forage Quality, 2001* and *Habitat Management Guidelines for Amphibians and Reptiles of the Midwest* for the Field Office Technical Reference File. Also attached is the county specific list of Threatened and Endangered Species and Illinois Natural Areas Inventory Sites dated June 2002.

Filing Instructions:

All archived material should be placed by section in a 3 ring binder labeled, "Archived FOTG Material" and placed next to the 3 ring binder that retains the remaining FOTG materials.

File a copy of *Understanding Forage Quality in the Field Office* under Agronomy and file *Habitat Management Guidelines for Amphibians and Reptiles of the Midwest* under Biology in the Technical Reference File.

• Section I	Retain divider
General Resource References	Remove and discard material and divider.
Reference List	Remove and discard
Cost Data	Remove pages 1-32 and archive; Retain divider.
	Retain FDA cost-share approximately 5 pages.
Maps	Remove and discard material and divider.
Climatic Data	Remove and discard material and divider.
Cultural Resources	Remove and archive. Move subsection tab to Section II.
Threatened and Endangered Species List	Remove and archive. Move subsection tab to Section II and file enclosed State Threatened and Endangered List and Natural Area list.
State and Local Laws	Remove and discard material and divider.
Erosion Prediction	Retain
• Section II	
Soils Legend	Retain
Hydric Soils Field Indicator	Move to Technical Reference File under Soils.
Windbreak Interpretations	Remove and archive.

• Section III	Remove and archive all <u>except</u> retain locally developed guidance documents material by land use.
• Section IV	Remove and archive the entire section including dividers.
• Section V	Retain entire section.

/s/

WILLIAM J. GRADLE
State Conservationist

Enclosures

DIST:
Field Offices
All Area Technical Specialists
Field Office Technical Guide Holders
Leadership Team